

Department of Development Services – West Region
JOB OPPORTUNITY
Developmental Services Case Manager

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on current EXAM List

Position: Developmental Services Case Manager

Location: Private Division – Northwest Center, Torrington

Job Posting No: 015792

Hours: 1st Shift – Monday – Friday 8:30am – 4:00pm; RDO's Saturday, Sunday. Must be flexible in hours to meet agency needs.

Salary: \$2,133.95/bi-weekly

Closing Date: August 5, 2013

Eligibility Requirement: This is a **competitive position**. Candidates must have applied for and passed the **Developmental Services Case Manager** exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Knowledge, Skills and Abilities Duties are consistent with the DS Case Manager job specifications. This caseload is composed of individuals residing in licensed group homes, continuous residential support homes, supported/independent living in the Greater Torrington area as well as out of state placements. Responsible for the assessing, planning and monitoring of needs, support services and overall health and safety of assigned individuals. All support team's facilitation, annual plan, reviews and maintenance of all Home and Community Based Services waiver (HCBS) requirements, addressing all DDS interdepartmental consumers' support review committees. Assembles the completion of all necessary data, reports and documentation and its maintenance according to DDS and CMS (Center for Medicaid/Medicare Services) regulations. Informing individuals, families and teams of DDS policies/procedures, choice of services and supports options, interface and network with all private, public and community access agencies on behalf of the consumers' needs and supports as needed. Other related duties as required.

General Experience: Six (6) years of experience in working with individuals with intellectual disabilities; involving participation in an interdisciplinary team process and the development, review and implementation of elements in a client's plan of service.

Special Experience: Two (2) years of the General Experience must have involved responsibility for developing, implementing and evaluating individualized programs for individuals with intellectual disabilities in the areas of behavior, education or rehabilitation.

Special Requirements: When assigned to a caseload of individuals, the majority of whom receive HCBS waivers, must be eligible for certification as a Qualified Intellectual Disabilities Professional as required by Federal regulations. Valid Connecticut driver's license required, as travel will be required. **Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Examination or Employment to:

Department of Developmental Services - West Region
Rowland Government Center
55 West Main Street, 4th Floor
Waterbury, CT 06702
Fax: 203-574-8857
Yolette.Tappin@ct.gov

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.